

Recruit Leaders

You can't do it all. Identifying and developing neighborhood leaders will help spread the workload and provide continuity over time.

People in leadership positions are responsible for coordinating the activities of a group, including activities designed to help the group achieve goals and feel good about working together.

A leadership position within a community association is a serious commitment. A leader:

- Impacts the association and the neighborhood;
- Possesses the organization's vision and the ability to build consensus;
- Delegates duties and authority to others;
- Encourages neighbor involvement and maximizes talent;
- Helps the association cultivate future leaders; and
- Recognizes the value in rotating leadership among members.

The task of recruiting and developing leaders is an ongoing activity for all members of the community association. Sometimes leaders are reluctant to share authority or delegate responsibility. Part of being a good leader is helping others grow into leadership roles.

Developing Effective Leaders

Search for many potential leaders, not just one or two.

Encourage people to switch tasks and discover their strengths.

Remind members to be open to change and bring in new members and leaders.

Encourage positive and productive communication.

Delegate responsibility by matching members' individual needs and strengths with the needs of the group.

Break big jobs into small parts and assign to different people.

Focus on goals and achievements, not personalities.

Job Descriptions

The following are key leadership positions typically found in neighborhood associations. Together they make up the “Executive Committee” of an association.

President:

- Serves as chief executive officer of the association
- Assumes general responsibility for the day-to-day administration of the association
- Presides at all meetings
- Reserves the authority to authorize specific actions in promoting the association's policies

Vice President:

- Performs the duties of the President in the absence of the President
- Serves on the association executive committee
- Coordinates committee chairpersons and reports status to the association
- Assumes duties as defined by the President

Secretary:

- Maintains the records of the association
- Takes minutes of meetings and keeps a permanent and accurate record of the association discussions and actions
- Receives and handles all correspondence addressed to the association

Treasurer:

- Keeps accounts of all expenses
- Makes payments upon authorization of the Executive Committee
- Collects membership dues
- Presents a written report each month to the Executive Committee and/or general membership